

Class Code 3503/Exempt
Position Title Deputy County Manager
Working Area County Administration
Effective Date August 30, 2000



JOB DESCRIPTION

Scope

Professional and managerial work coordinating the administration of assigned departments within the County, assuring that all directives, decisions, policies, resolutions, ordinances, and regulations' issues by the Board of County Commissioners and the County Manager are executed.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Supervise and coordinate the activities of assigned departments for the County Manager and implement plans, programs, and actions consistent with the direction of the County Manager and Board of County Commissioners. Coordinate the activities of and communications among assigned departments to include problem identification, problem resolution, and completion of major projects. Attend and participate in Board of County Commissioners' meetings. Report on research, special projects, and other relevant information. Serve on various boards and committees as assigned by the County Manager. Prepare and submit to the County Manager the annual operating budget, capital budget, and capital program for assigned departments. Initiate corrective action as directed to revise or amend budgets and/or work programs to accomplish objectives by the County Manager. Prepare and conduct performance evaluations on assigned department directors for final approval by the County Manager, and effectively recommend hiring, termination, disciplinary, and/or commendatory actions for assigned department directors in accordance with adopted personnel policies. Confer with appropriate department directors and division managers in the preparation and development of operational plans for special projects delegated by the County Manager. Develop strategies and recommend short and long-range courses of action to the County Manager regarding efficient systems and procedures for effective administration of policies. Assist in the evaluation and prioritization of County wide projects and work programs, to include formal and informal monitoring of progress towards project completion and development of various statistical and management reports. Perform other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge and Skills

Thorough knowledge of the principles and practices of public administration, public finance, and personnel management. Ability to: Exercise sound management in developing and recommending policies and programs for review by the County Manager; effectively coordinate all program activities of assigned departments; implement and execute the policies, decisions, and directives of the County Manager; maintain good working relationships with Elected Officials, Boards and committees, department directors, other governing agencies, and the public; and communicate clearly and concisely, both orally and in writing.

Education

Master's Degree in Business or Public Administration, or a closely related field, and five (5) years progressively responsible professional management and supervisory experience in a government agency, municipality or county government. Experience must include responsibility for major project development and administration in diversified subject areas, which involve direct communication and interaction with government managers and policy makers.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

This position is an appointed service classification.

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.